



EMPLOYEE NAME CHANGE FORM

Legal or Chosen Name

Loyola has the ability to maintain both the legal name of an employee as well as the chosen first name. Changing the legal name through the Social Security Administration must be completed prior to a legal name change request being submitted to Loyola University Maryland’s human resources department. A copy of the new Social Security card must accompany this form for legal name changes. This form may also be used to update the Chosen First Name as outlined in Policy 1.37 of the Staff and Administrator Police manual.

Please forward this form and a copy of your new social security card to humanresources@loyola.edu with encrypted email or mail to HR at 4501 N. Charles St, Baltimore, MD 21210. If this form is filled out by hand, please clearly print all names.

Employee ID

Current **Legal Name**

New **Legal Name**

AND/OR

Current **Chosen First Name**

New **Chosen First Name**

For benefit eligible employees, please check here if you are changing your **legal name** and wish to receive a new insurance card.

Please check here if you wish to update your Loyola e-mail account to reflect your new name. NOTE that for legal name changes, the actual email address can be changed, but for Chosen First Names, the email address remains the same but the new name will be in the email display name.

If you use a chosen first name, it will be used on your email display, employee directory, office signage where applicable and other university systems where possible. Note that many University systems are required to have only legal name in them for compliance and reporting purposes.

Employee Signature: _____ Date: _____

HR Use Only

HR Signature _____ Date Entered _____ Tech Services Notified _____